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ATTACHMENT 3

ADMINISTRATION OF MILITARY PERSONNEL

I. The specific services required in support of permanently assigned military personnel would include but not be limited to:

- a. Pay and allowances.
- b. Medical and dental care.
- c. Personal affairs.
- d. Discharges for the purpose of re-enlistment.
- e. Classification testing.
- f. Classification board actions as requested.
- g. Casualty assistance.
- h. Personnel Services to include off duty education.
- i. Commercial transportation (Specifically: handling of household goods shipment and TR's when appropriate).
- j. Maintenance of Forms 5 on rated officers.

STATINTL

2. TDY personnel will require the services listed in paragraph I above only on an emergency basis.

3. With Heet's agreement to accomplish these functions, [redacted]
[redacted] will send the following military records: Health Records Group, Pay Records, duplicate copy of AF Form 246 (Record of Emergency Data), AF Form 7 (Airmen Military Record) and AF Form 11 (Officer Military Record), on each individual permanently assigned.

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4. Since certain entries on the Morning Report, leave record and pay record must agree, the Host will list these personnel as attached on Part II of the Morning Report of the unit to which our personnel will be attached. Their duty status would then be recorded as outlined in paragraph 9b(3), Chapter 13, AFM 171-6. An extract copy of the Morning Reports reflecting duty status changes on tenant personnel should be furnished the tenant.

STATINTL

5. The [redacted] will retain responsibility for personnel administration to include maintenance of the Field Personnel Records Group, Command Records Group, NCO Command Selection Folders, promotions, monitoring of Officer Effectiveness Reports and Airmen performance reports, Classification Actions (not requiring board actions), extension and curtailment of overseas tours, on-the-job training and disciplinary and administrative actions under UCMJ, AFR's 39-17, 35-62, 36-2 and 36-70. As personnel of this Operating Location perform details within their own activity, they will therefore not be available to the unit of Attachment for any additional duties or details.

6. Assignment and reassignment action to include forecasting to Headquarters, USAF for ConUS assignment, will be the responsibility of the tenant. In this regard, it is requested that the following actions be accomplished by the unit to which tenant personnel will be attached:

a. Make necessary arrangements for return transportation to the ConUS in accordance with local directives.

b. Issue reassignment orders upon completion of overseas tours, to include travel schedule.

c. To support this procedure, this organization will keep the unit of Attachment advised of all tour changes (extension or curtailment) and furnish ConUS assignments as far in advance as possible.

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